

## Pre-Application for Seasonal Summer Program Employment

***To apply for seasonal employment with the Recreation Department, follow these easy steps:***

- Read this information carefully before completing the attached pre-application form and before coming in to be interviewed.
- Send in your completed pre-application form.
- If you are selected for an interview, a career recreation professional will contact you to set up an interview (Note: The selection process may take several weeks, and an interview is not guaranteed.)
- **Keep this information for future reference!**
- **You must be at least 16 years old to be considered for employment**
- Under 16 years old? Call 240-777-6810 for more information about volunteer opportunities and 240-777-6870 for new teen programs within the County.

## Program Overviews

### Camps

- There are many exciting camps: Art for ages 6-8; Performing Arts for ages 6-8 and 9-12; Outdoor Nature for ages 9-13; Sports for ages 5-12; Camp Imagination for ages 5-8; Multi-Interest camps for ages 5-8 and 8-12; Travel camps for ages 8-12; Science camp for ages 6-8, and more.
- Camps go swimming one to two times per week and most go on one field trip per session.
- Camps operate for six to eight weeks: 6/18/13-8/9/13 (Note: closed Thursday, July 4, 2013)
- Work hours are from 8:30 am to 3:45 pm, Monday through Friday or 7:45 am to 2:00 pm
- Directors and Assistant Directors have weekly staff meetings with program coordinator.
- The staff-to-camper ratio is 1:10, not including the Camp Director.
- Pay for Camps: Camp Directors/Assistants □ 40 hours/week; staff □ 35 hours/week
- Mandatory training will be held in June during the afternoons or evenings and may include 2 Saturday sessions.

### Additional Needs

- Lifeguards needed at Seneca Creek Camp in Germantown with an onsite pool and Outdoor camps offering canoeing.
- Canoe instructors needed at Outdoor Camps (Training available in early June).
- Spanish language proficiency

### Extended Camps

- Extended Camps provide supervised activities such as active games and open gym time, as well as crafts and board games.
- Extended Camps operate for seven or eight weeks: : 6/18/13-8/9/13 (Note: closed Thursday, July 4, 2013)
- Work hours are from 6:45 to 9:30 am and 3:00 to 6:15 pm, Monday through Friday and 2:00 pm to 6:15 pm
- Directors and Assistant Directors have weekly staff meetings with program coordinator.
- The staff-to-camper ratio is 1:15, not including the Camp Director.
- Extended Camps provide supervision for ages 5-13.
- Pay for AM Extended Camp: Camp Directors □ 12.5 hours/week; staff □ 11.5 hours/week\*
- Pay for PM Extended Camp: Camp Directors □ 17.5 hours/week; staff □ 15 hours/week\*
- (\*Unless modified to fit a specific arrangement, not to exceed 40 hours)
- Mandatory training will be held in June during the afternoons or evenings and may include 1 Saturday session.

### Little People Centers

- LPCs provide arts and crafts, games, storytelling and special events for 4-5 year olds.
- LPCs operate for six or seven weeks: 6/18/13-7/26/13 (Note: closed Thursday, July 4, 2013)
- Work hours are from 8:45 am to 1:15 pm, Monday through Friday.
- Directors and Assistant Directors have weekly staff meetings with program coordinator.

- The staff-to-camper ratio is 1:10, not including the Camp Director.
- Pay for LPCs: Camp Directors/Assistants □ 25 hours/week; staff □ 22.5 hours/week
- Mandatory training will be held in June during the afternoons or evenings and may include 2 Saturday session.

## Additional Summer Employment Opportunities

### Summer Fun Centers

- SFCs provide arts, crafts, sports, games, and special events; no swimming or field trips.
- SFCs operate for six weeks: 6/24/13-8/2/13 (Note: closed Thursday, July 4, 2013)
- Work hours vary from 7:45 am to 6:15 pm for sites, Monday through Friday.
- The staff-to-camper ratio is 1:15. The age of participants is 5-12.
- Pay for SFCs: Camp Directors/Assistants □ 40 hours/week; staff □ 37.5 hours/week
- Mandatory training will be held in June (generally T-F of the week before the program start date).

### Summer Leadership Challenge:

- Service learning program for teens 13-16 years old
- SLC operates for six weeks: 6/24/13-8/2/13 (Note: closed Thursday, July 4, 2013)
- Program offers fun workshops, games and onsite activities to prepare participants to become a Junior Counselor
- Work day: 8:45am - 4:15pm, Monday – Friday, 6 weeks of programming
- 3 staff members (Director, Assistant Director and Staff) with 20 participants

### Hiring Procedures: *What to Expect*

- **Your employment is contingent upon being cleared by Occupational Medical Services (OMS).**
- You may not begin work until you have been cleared by OMS. Therefore, it is imperative that you submit the Medical History form immediately by faxing it to **OMS** as it takes several weeks to process (**fax: 240-777-5132**).
- You will be called to schedule time to be fingerprinted, and you must show your original Social Security card and a photo ID as part of the hiring requirements. You must also complete all forms in the employment packet. (At times, fingerprint cards are rejected or forms are returned due to incomplete information. If this happens, you are expected to complete the returned paperwork within 24 hours.)
- ***You cannot work until all paperwork is completed, turned in and approved in writing by the Hiring Coordinator. Failure to complete the paperwork will result in cancellation of the Hiring Agreement.***
- If you are selected for a position, you will be sent a Summer Temporary Employment Agreement to sign.
- You must return the Agreement by the deadline to receive a conditional offer of employment. By signing the Agreement, you are indicating a commitment to work the dates of the program at the stated pay rate.

### Pay Information

- You will be paid every two weeks, but the check will arrive two weeks after your actual work.
- Example: For pay period 6/16/13-6/29/13, you will receive your pay check on 07/12/13.
- The Agreement will indicate the pay level you are being offered. You will be offered a pay level (below) that reflects the position's level of responsibility and/or your experience.

Position	Grade	Pay Range
Camp Counselor	Grade S1-S3	\$7.25 - \$8.83
Assistant Camp Director	Grade S4-S5	\$9.82 - \$11.14
Camp Director	Grade S6	\$13.78

#### CPR and First Aid

- **All camp staff are required to have current certification in CPR and First Aid.** Summer Fun Centers have at least 3 staff certified on site at all times.
- You may arrange for your own training or attend one of the training sessions scheduled by the Recreation Department. ***It is your responsibility to get the appropriate certifications. You must give a copy to your supervisor before camp starts.***

# Montgomery County Department of Recreation Summer Camps Pre-Application for Summer Employment

Community Facilities and Programs  
3950 Ferrara Drive Wheaton, Maryland 20906  
240.777.6810  
Fax Number: 240-777- 4981

## POSITION YOU ARE APPLYING FOR: please check all that apply

Director ☐

Assistant Director ☐

Counselor ☐

Name: \_\_\_\_\_

Date: \_\_\_\_\_  
(Month/Day/Year)

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

College Address: \_\_\_\_\_

Year of High School Graduation: \_\_\_\_\_ Year of College Graduation: \_\_\_\_\_ Major: \_\_\_\_\_

- Employees are expected to attend up to 15 hours of orientation in June and work six to eight weeks beginning June 18, 2013 until August 2, 2013. Some programs run until August 9, 2013

Are you able to arrange your personal schedule around these dates? ☐ Yes ☐ No

- Check all Montgomery County regions and programs that interest you (break down of regions are on the fourth page):

☐ Eastern/ Mid County Region

☐ UpCounty Region

☐ Down County Region

☐ Open to all regions

☐ Camps

☐ Summer Fun Centers

☐ Summer Leadership Challenge

What specific location or program interests you and why? \_\_\_\_\_

- Language proficiencies other than English, if any: \_\_\_\_\_

- Certifications: Please be prepared to hand in a copy of your certifications with your formal hiring paperwork

TYPE OF CERTIFICATION	YES	NO	EXPIRATION DATE
CPR (adult/children)			
First Aid			
Lifeguard			
Pool Operator			
Canoe Instructor			

- Please give details below about your previous summer employment.

Name of Program: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

- List all current and/or previous employment and volunteer experience (i.e., especially jobs in which you were involved with children):

\_\_\_\_\_

- 
- List any classes that you have completed relating to working with children or leadership:
- 

- Check the age group and type of program that interests you

☐ 4-5 years☐ 5-8 years☐ 9-13 years☐ 13-15 years☐ Full day☐ Half day☐ Extended Camp☐ No Preference

- Briefly explain your experience in the following areas that would relate to working with children, camps and programs (be specific):

**SPORTS:** \_\_\_\_\_

**DRAMA:** \_\_\_\_\_

**NATURE:** \_\_\_\_\_

**ART:** \_\_\_\_\_

**SCIENCE:** \_\_\_\_\_

- If you have worked or volunteered for the Department of Recreation, please give the name, the location and dates of the program for which you worked/volunteered:

\_\_\_\_\_ Dates: \_\_\_\_\_

- If you have never worked or volunteered for the Department of Recreation, you **must give** the names of two references that we may contact (*Must be adults unrelated to you. **NO PERSONAL REFERENCES**. This must be filled out completely*

**Name/Title**

**Address**

**Phone**

1. \_\_\_\_\_

2. \_\_\_\_\_

- Have you ever been convicted of an offense other than minor traffic violations?

☐ Yes☐ No

If yes, give details. \_\_\_\_\_

(Note: A conviction does not automatically exclude you from consideration for employment.)

- Share any additional information you would like that is not addressed above:

\_\_\_\_\_

- How did you hear about us? (please be specific) \_\_\_\_\_

- **Please submit this pre-application to only one region** You will be called for an interview based on the availability of positions and the qualifications you have listed. Mail all pre applications to Community Facilities and Programs Team, 3950 Ferrara Drive, Wheaton, MD 20906 OR fax to 240-777-4981

**Downcounty Region:** Bethesda, Potomac, Rockville, North Potomac, Chevy Chase

**Eastern/ MidCounty Region:** Burtonsville, Kensington, Olney, Rockville, Silver Spring

**UpCounty Region:** Clarksburg, Damascus, Gaithersburg, Germantown